

## **Chemical Safety and Hazard Investigation Board, Federal Career Intern Program**

ANNOUNCEMENT NUMBER: CSB-005-07  
OPENING DATE: 06/27/07  
CLOSING DATE: Open until Filled  
SALARY RANGE: \$37,640 – 59,852  
DUTY LOCATION: Washington, DC

The U.S Chemical Safety and Hazard Investigation Board (CSB) has an entry level professional opportunity for a recent college or grad school graduate. Through the federal career internship program, the CSB is offering an individual the opportunity to be appointed to a 2-year internship. Upon successful completion of the internship, the individual may be eligible for permanent placement within the agency. This is a paid internship and you would be eligible to participate in the federal government benefit programs. This internship will allow the individual to explore the chemical safety industry as well as develop personal and professional skills.

**MAJOR DUTIES:** This position is located in the U.S. Chemical Safety and Hazard Investigation Board (CSB), Office of Investigations and Safety Programs. If selected, you will participate in incident investigations in an assigned functional area, and participate in the analysis of evidence gathered. You will prepare draft outlines, factual and analytical reports, and prepare exhibits, tables, charts, graphs, identifying and addressing relevant safety issues. Also, you will actively participate in all planning meetings related to the investigation and the report. When required you will participate in conducting safety studies relating to investigation issues and get to address all relevant issues. You will be deployed on short notice to the site of chemical accidents from time to time.

To be successful in this position, you will have the ability to write and prepare reports on technical or policy related matters. You will effectively communicate orally, answering questions and exchanging information with others. You will perform research and analysis of scientific, human factors or environmental related issues and will work in a team environment, coordinating and interacting with a diverse group of individuals.

You will be working at the U.S. Chemical Safety and Hazard Investigation Board, Office of Investigations and Safety Programs, Washington, DC

**WHAT IS THE CSB? :** The U.S. Chemical Safety and Hazard Investigation Board is an independent, non-regulatory scientific agency. The mission of the Board is to enhance the health and safety of workers and the public, and to protect the environment by uncovering the underlying causes of accidental chemical releases and using these findings and supporting research to promote preventive actions by both the private and public sectors. The mission of the Office of Investigations and Safety Programs is to conduct state-of-the-art investigations of carefully selected major incidents involving the

accidental release of hazardous materials; produce high-quality, easy-to-read, and timely investigations reports that identify the root and contributing causes of these incidents; conduct hazard, safety and data studies designed to complement the Board's investigation report and recommendation activities; develop and recommend to Board members well-reasoned and precisely targeted recommendations; and conduct effective advocacy activity for these recommendations. For more information about the U.S. Chemical Safety and Hazard Investigation Board, please visit our website at <http://www.csb.gov>.

**WHY WORK FOR US:** You will have the opportunity to contribute to a challenging and rewarding mission. In addition to contributing to the mission, you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from all at very reasonable rates, which can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation. The program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year.

#### **QUALIFICATION REQUIREMENTS:**

U.S. citizenship is required.

All applicants must meet the basic educational requirement of having at least a Bachelor's degree.

College students who expect to complete their degree requirements by September 2007, or recent graduates with a Bachelor's, Master's, or Doctoral degree are encouraged to apply.

#### **Education/Experience Requirements:**

##### **GS - 7:**

One full year of graduate level education;

OR

Superior Academic Achievement, which is based on (1) class standing, (2) grade point average, or (3) honor society membership.

A) Class standing--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.

B) Grade-point average (G.P.A.)--Applicants must have a grade-point average of:

- i) **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
- ii) **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.

C) Election to membership in a national scholastic honor society--Applicants can be considered eligible based on membership in a national scholastic honor society. These honor societies are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991).

**GS-9 grade level you need:**

A master's degree or equivalent graduate degree from an accredited college or university.

**Knowledge, Skills, and Abilities (KSA) Requirements:**

To be considered for this position, your cover letter must describe concisely, but specifically, the Knowledge, Skills, and Abilities (KSA's) you possess in the following areas:

1. Knowledge of, or skill in fact-finding research and analysis of programs.
2. Knowledge of and experience in analysis and evaluation of operations, processes and programs.
3. Oral, written, and verbal skills and the ability to prepare reports, presentations and programs.

**How You Will Be Evaluated**

Your application will be evaluated based upon the following factors: description of KSA's in your cover letter, grade point average, writing ability, research and analytical abilities, relevant course work, demonstrated interest in public service, ability to interact with others tactfully and professionally, and, if applicable, previous work or intern experience, related to the knowledge, skills, and abilities required for this position.

**PHYSICAL REQUIREMENTS:**

Individuals conditionally selected for this position must pass a pre-appointment physical examination. In addition they must meet the following physical requirements for the position as required by CSB. Performance of the duties of this position requires the ability to wear and operate the full range of personal protective equipment, including

respirators. Performance of the duties of this position also requires the ability to engage in moderate to strenuous levels of physical exertion involving walking and standing, climbing ladders, working and moving through confined space and working at high elevations for the purpose of documenting and gathering evidence. The ability to maintain these levels and types of physical exertion for extended periods of time in range of weather conditions and while wearing personal protective equipment is required. Manual dexterity with range of motion of finger, wrist, elbows, shoulder, hip and knee joints sufficient to low successful performance of the essential functions of the position described above is also required. Arms, hands, legs and feet must be sufficiently functional to allow satisfactory performance of the essential functions of the position. Vision and hearing must be sufficiently acute to allow satisfactory performance of the essential functions of the position. Any physical condition that would cause the individual to pose a significant risk of substantial harm to himself/herself or disqualifying.

#### **APPLICATION PROCEDURES:**

The application should consist of a resume listing all relevant work experience, academic courses and grades, a written sample not longer than 5 pages, and a cover letter with a description of KSA's in your cover letter. A copy of college transcripts **MUST** be sent with the application package.

All application packages must be sent via one of the following methods.

#### **U.S. Mail:**

CSB  
2175 K. Street, NW  
Suite 400  
Washington, DC 20037

#### **Fax:**

202-974-7609

#### **Email**

[john.lau@csb.gov](mailto:john.lau@csb.gov)

#### **GENERAL INFORMATION FOR THE APPLICANT:**

If selected, you will be required to complete a Declaration of Federal Employment to determine your suitability for Federal employment and to authorize a background investigation. The agency will also ask you to sign and certify the accuracy of all the

information on your application. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination. Favorable reference checks, credit check, and education verification are required.

Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur within 90 days of the closing date of the announcement.

Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulations.

All qualified applicants will receive consideration without regard to race, age, religion, color, national origin, sex, sexual orientation, disability, political affiliations or any other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSB at 202-261-7600. The decision on granting reasonable accommodation will be on a case-by-case basis.

Male applicants born after December 31, 1959, will be required to complete a pre-employment certification statement for selective service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment or dismissal after employment.

**Veterans' Preference:** A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-Point Veterans' Preference, plus proof required by that form. If claiming 5 percent preference, you must attach a copy of your DD-214 or other proof of eligibility.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed

Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide.